

California Housing Finance Agency

Job Opportunity

Office Technician (Typing)

Salary Range	\$2510-3050
Final File Date	Open until filled
Division	Fiscal Services Division, Homeownership Accounting, Loan Purchasing Unit
Specific Location	12 th & L, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify on the front of your application that you're applying for Office Technician, Vacancy #104.
Duties	<p>Under the supervision of the Senior Accounting Officer (Supervisor), this position provides staff support in the Homeownership Accounting, Loan Purchasing Unit. This unit is mainly responsible for purchasing single family loans from various mortgage lenders. Moneys in the program Accounts from each series of Bonds are used for the purchase of Mortgage Loans. Claims of loan purchases are submitted to the State Controller's Office or U.S Bank Trust for payment. Duties include:</p> <p><u>Essential Functions:</u></p> <ul style="list-style-type: none"> 25% Reviews and approves loans which have previously been reserved to make sure that all required legal documents have been received, are complete, properly endorsed, recorded and notarized, and that certificates required of the borrower are accounted for and signed. Resolves problems with the appropriate mortgage company or Homeownership Program staff person. 20% Checks and verifies all computations of principal, interest, and servicing fees on loans presented for purchase. Checks and verifies escrow and buydown amounts submitted for service-released loans. Reviews loan documents for proper note endorsement, interest rate and loan amount. 15% Prepares weekly claim schedules to the State Controller's Office and weekly disbursement requests to various Lenders for loans purchased. 10% Monitors various Down Payment Assistance Programs to ensure sufficient funds are available to purchase subordinate loans. <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>

	<p>10% Audits and makes daily inventories of loans for purchase and determines if sufficient funds are available.</p> <p>5% Monitors banking instructions from each lender to ensure proper wiring of funds are made each week. This consists of reviewing and/or updating all master security agreements and bailee letters on file.</p> <p>5% Prepares statistical and other reports about the number or loans purchased, by dollar amount and bond series, and other reports as required by management.</p> <p>5% Maintains loan register control book for all mortgages purchased.</p> <p><u>Marginal Functions:</u></p> <p>5% Other duties as required, i.e., write and maintain desk procedures for the Loan Purchasing Unit.</p>
--	---

8/30/06
cml